

## Warren County Board of Supervisors

**Committee: County Facilities (*Airport-Buildings & Grounds*)**

**Date: January 29, 2013**

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**Committee Members Present:**

Supervisors Girard  
Wood  
Loeb  
Westcott  
Mason

**Others Present:**

Jeffery Tennyson, Superintendent of the  
Department of Public Works  
Frank Morehouse, Superintendent of Buildings  
Ross Dubarry, Airport Manager  
Kevin Geraghty, Chairman of the Board  
Paul Dusek, County Administrator  
Joan Sady, Clerk of the Board  
Frank Thomas, Budget Officer  
Supervisors Bentley  
Conover  
Frasier  
Montesi  
Strainer  
Taylor  
Fredd Senser-Lee, PHD, Founder, Botanical  
Blossomings Along the Bikeway-USA  
Chris Hatin, Resident of the Town Queensbury  
Don Lehman, *The Post Star*  
Nicole Livingston, Second Deputy Clerk

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Mr. Girard called the meeting of the County Facilities Committee to order at 10:45 a.m.

Motion was made by Mr. Mason, seconded by Mrs. Wood and carried unanimously to approve the minutes of the December 4, 2012 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed copies of his agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Mr. Morehouse commenced the Agenda review with Item 3C and requested to amend the contract with Stone Industries, LLC to include a contract extension term from January 1, 2013 through December 31, 2015. He explained that the original bid had a two year extension clause included however the resolution did not reflect the same.

Motion was made by Mr. Mason, seconded by Mrs. Wood and carried unanimously to approve the request to amend the contract with Stone Industries, LLC as outlined above, and the necessary resolution was authorized for the February 15, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Returning to Item 3A of the Agenda, Mr. Girard requested Paul Dusek, County Administrator, to discuss terminating the Performance Assurance Technical Support aspect of the Siemens agreement for the Municipal Center.

Chairman Geraghty entered the meeting at 10:48 a.m.

Mr. Dusek recalled that the County recently terminated the Performance Assurance Technical Support aspect of the Siemens agreement for Countryside Adult Home. He mentioned that the Siemens contracts for the County's facilities included two aspects, one was to provide constant service and maintenance of the equipment and the other aspect was that they monitored the performance of the equipment to ensure the County was achieving the goals that had been set. He noted approximately \$8,000 could be saved annually by terminating this aspect from the agreement for the Municipal Center and overall the County had achieved savings in energy usages.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to terminate the Performance Assurance Technical Support aspect of the Siemens agreement for the Municipal Center as outlined above, and the necessary resolution was authorized for the February 15, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Girard apprised Item 3B on the Agenda concerned a lease agreement with the State of New York. Mr. Dusek informed that a representative from the New York State Department of State (NYS DOS) had contacted him inquiring about office space for a State Building Code-type employee. He said space was available on the third floor of the Human Services Building and recommended renting that space to the State. He recognized that the State office would be compatible with the current County offices located on that floor, such as the Fire Prevention & Building Code Enforcement Department. Mr. Dusek added the rent charged would be at the same reimbursement rate received from the State for the Department of Social Services uses. He remarked that the cost was \$18.69 per square foot and the total office size was two hundred square feet, for a total of \$3,738.

Motion was made by Mr. Mason, seconded by Mrs. Wood and carried unanimously to authorize a lease agreement with the State of New York for office space as outlined above, and the necessary resolution was authorized for the February 15, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Loeb requested to discuss the County's bus stop at the Human Services Building. He said he felt the current structure lacked the appropriate shelter and suggested the County look into revitalizing it. He further recommended another bus stop shelter be constructed on the northern end of the Municipal Center campus. Mr. Dusek advised the first step would be to determine the costs associated with the construction of bus stop shelters, noting the Greater Glens Falls Transit only provided a windbreaker-type bus stop that the County currently had. Jeff Tennyson, Superintendent of Public Works, asserted the simple shelters, like the one currently located on the Municipal Center campus, were provided by the Greater Glens Falls Transit and DPW forces installed it; however, he said, there may be funding available through the Adirondack/Glens Falls Transportation Council if a need was identified. Mr. Tennyson reported the Greater Glens Falls Transit often performed ridership studies which could be useful in determining the needs at the Municipal Center, as well as data as to where riders were going. He added he would set up a meeting with the Greater Glens Falls Transit and suggested that Mr. Loeb attend the meeting with him. Mr. Dusek said it would be beneficial to get that information and provide it to the

Committee, at which time the survey being completed by the Personnel Office of the number of employees that would be interested in utilizing the bus transportation system would be available.

Mr. Conover questioned if further consideration had been given for sidewalk work this year at the entrance of the Municipal Center Building. Mr. Tennyson replied the DPW staff would continue to do patchwork when safety hazards occurred but there was no funding for any project-type work for the entrance of the building this year. Mr. Mason recalled discussions pertaining to possible renovations of the front entrance. Mr. Dusek recommended a design and cost estimate be developed by the DPW Engineering staff that could be presented to the Committee members for review.

Mr. Girard extended privilege of the floor to Fredd Senser-Lee, PHD, founder of the Botanical Blossomings Along the Bikeway-USA. Dr. Senser-Lee opined the railway project was one of the greatest projects that this area had ever had.

Mr. Girard referred back to the Municipal Center entrance and asked how the Committee would like to proceed. Mr. Loeb suggested trying to develop a conceptual plan in order for the funds to be included in the 2014 budget. Discussion ensued relative to different ideas for the design of the entrance to the building. Mr. Dusek remarked an excellent point had been made about possibly landscaping the entire front entrance and reestablishing the main entrance in a different location which would improve security of the building, lower maintenance costs and most likely would be more economical to establish in the end. He further recommended that an email be sent to employees to request their suggestions, as well as the Supervisors reaction and then all that information could be returned to the Committee for review. Mrs. Wood advised the Employee Wellness Committee should be polled for their opinions also. Mr. Morehouse acknowledged the requests and responded he would report to the Committee with his findings.

Privilege of the floor was extended to Ross Dubarry, Airport Manager, who distributed copies of the Airport agenda to the Committee members; *a copy of the agenda is also on file with the minutes.*

Commencing the Agenda review, Mr. Dubarry informed pages 2 and 3 in the Agenda listed the Airport Capital Improvement Program which was submitted to the FAA (Federal Aviation Administration) to advise of the County's anticipated funding needs for the year. He noted the focus was on the 2013 projects which had been included in the DPW Capital Improvement Program and the local shares for all of the projects had been budgeted. He reviewed in detail each of the projects listed for the Committee members, said projects for 2013 were as follows: Runway 1-19 Extension (Design), Mitigation and Permitting, FAA Reimbursable Agreement; Land/Easement Acquisition (Runway 30 Approach)-Phase II; Land/Easement Acquisition (Forest Enterprise Management Parcel); Runway 1 End Obstruction Removal (Construction); Terminal Building Roof Replacement; and Runway 1-19 Crack Filling & Painting. Mr. Dubarry referred to maps while providing the explanations of the aforementioned projects, copies of the maps are on file with the minutes. Mr. Tennyson clarified the list consisted of the County's long term plan for the Airport for which the FAA had projected funding as outlined in the handouts. He continued that this was used more as a planning tool and although the County was submitting

applications, the FAA was already anticipating these applications.

Continuing the Agenda review, Mr. Dubarry presented a request to authorize an agreement with, and for, the Adirondack Balloon Festival and to authorize use of the Airport for the event on September 20-22, 2013.

Motion was made by Mrs. Wood, seconded by Mr. Mason and carried unanimously to approve the request to authorize an agreement with the Adirondack Balloon Festival as outlined above, and the necessary resolution was authorized for the February 15, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Westcott entered the meeting at 11:35 a.m.

Mr. Dubarry also requested to authorize an agreement with, and for, the Sunkiss Balloon Festival and to authorize use of the Airport on July 5-7, 2013.

Motion was made by Mrs. Wood, seconded by Mr. Loeb and carried unanimously to approve the request to authorize an agreement with the Sunkiss Balloon Festival as outlined above, and the necessary resolution was authorized for the February 15, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Dubarry advised he had a request for two employees to attend the Aircraft Rescue Firefighting (ARFF) school in Rochester, New York on April 15-16, 2013.

Motion was made by Mr. Mason, seconded by Mrs. Wood and carried unanimously to approve the request for two employees to attend training as outlined above. Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.

Mr. Dubarry remarked he was requesting Out-of-State travel for himself to attend the 2013 Airports Conference in Hershey, Pennsylvania on March 17-20, 2013.

Motion was made by Mrs. Wood, seconded by Mr. Mason and carried unanimously to approve the request for Out-of-State travel as outlined above, and the necessary resolution was authorized for the February 15, 2013 Board meeting. A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.

Under the Items of Interest portion of the Agenda, Mr. Dubarry reminded the Committee members that Resolution No. 727 of 2012 which pertained to ramp fees charged by the FBO (Fixed Base Operator) at the Airport, was tabled at the December 21, 2012 Board meeting and referred back to the Committee for further discussion. He explained that per the lease agreement with the FBO, the Committee was to make a determination of reasonableness as to any new fees imposed by the FBO. He apprised the FBO had implemented a new ramp fee for transient aircraft of either \$15 for a light single engine aircraft or \$20 for a light twin engine aircraft. He pointed out both could receive discounts and pay just \$5 if they purchased fuel or ate at the café located at the Airport.

Mr. Mason acknowledged that he had voted in favor of this request at the Committee meeting and after receiving push back from constituents stating that this would discourage

pilots from coming to the County Airport, he voted against it at the Board meeting. Mr. Westcott agreed with Mr. Mason and noted many pilots had expressed their opposition to him with regard to this new fee.

Mr. Girard clarified the lease agreement provided the FBO the authority to charge this fee and the County's purpose was to determine that it was a fair fee and Mr. Dubarry confirmed that was correct. Mr. Dubarry further stated that whether or not it was a good business decision was up to the FBO to decide and he opined that the dollar amount for that fee was not unreasonable. He reiterated it was the determination of the FBO as to whether or not that was a good policy. Mrs. Wood pointed out that the Committee was not being asked to determine the fees; they only had to decide if the fees were reasonable or not.

Motion was made by Mrs. Wood, seconded by Mr. Loeb and carried by majority vote, with Mr. Westcott voting in opposition, to approve the fees charged by the FBO at the Airport and to resubmit Resolution No. 727 of 2012 at the February 15, 2013 Board meeting.

The next item, Mr. Dubarry said, was a status update on the Runway 1 Obstruction Removal Project. He mentioned he had previously distributed copies of the tree removal plan that was detailed on one of the maps. He added the Runway 12 & 19 Land/Easement Acquisition Project was detailed on one of the maps, as well. Copies of both maps are on file with the minutes.

Mr. Mason questioned the status of the requested information regarding comparisons of the Warren County Airport to other local Airports and Mr. Tennyson responded they were in the process of compiling the information and should have the requested subject matter to the Committee members in the near future.

Mr. Westcott announced he had prepared a proposal relative to the Airport to share with the Committee that included suggestions from constituents and pilots. He asked the Committee members to review and consider the proposal in order to conduct further discussions at a later date. He noted he had a meeting scheduled with Rich Schermerhorn, FBO, to discuss this proposal, as well.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Loeb and seconded by Mr. Mason, Mr. Girard adjourned the meeting at 11:50 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk